



NOTICE TO CORRECT

Formal notice under the Contract requiring correction of defective, incomplete, or non-conforming work.

PROJECT NAME Sample Commercial Building	PROJECT NUMBER QN-2024-0456	NOTICE NO. NTC-001	DATE ISSUED 20 May 2025
EMPLOYER / MAIN CONTRACTOR BuildCore Constructions Pty Ltd		CONTRACTOR / SUBCONTRACTOR ProBuild Installations Pty Ltd	
CONTRACT / SUBCONTRACT NO. BC-0456-SC-23		RELEVANT CLAUSE Clause 14.7 (Correction of Defects)	
RELATED NCR / INSTRUCTION REF. NCR-0142 / INS-087		LOCATION OF WORK Level 3 – Electrical Switchboard Room	METHOD OF DELIVERY Email & Registered Post

⚠ NOTICE

You are hereby notified that the work described below is defective, incomplete, or otherwise non-conforming with the Contract Documents and/or applicable requirements. You are required to take the corrective action specified within the stated period. Failure to do so may result in the Employer / Main Contractor exercising its rights under the Contract, including engaging others to carry out the corrective action at your cost, withholding or deducting payment, and/or assessing extension of time and delay cost impacts.

DETAILS OF NON-CONFORMANCE

DESCRIPTION OF NON-CONFORMANCE / DEFAULT Installed cable supports do not comply with the specified spacing and load requirements. Several supports are not installed in accordance with the approved design.
CONTRACT REQUIREMENT Compliance with Drawings E-301 Rev B and Specification Section 16 05 53, including cable support spacing not exceeding 1200 mm.
REQUIRED CORRECTIVE ACTION Remove and reinstall cable supports to comply with the approved design and specification. Ensure all supports are securely fixed and certified as required, and submit certification to the Superintendent.

TIMEFRAME

COMMENCEMENT DEADLINE 22 May 2025	COMPLETION DEADLINE 29 May 2025	CURE PERIOD 7 Calendar Days
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ACCESS, INSPECTION & CONSEQUENCES

ACCESS / INSPECTION REQUIREMENTS Provide safe access to the area during standard working hours.



Allow inspection and verification by the Superintendent upon completion, with a minimum of 24 hours' notice of readiness for inspection.

CONSEQUENCES OF NON-COMPLIANCE

If the corrective action is not completed by the Completion Deadline, the Employer / Main Contractor may, without further notice:

- engage others to carry out the corrective work, and recover all reasonable costs incurred from the Contractor;
- assess and claim any resulting delay costs and extension of time impacts in accordance with the Contract; and
- treat the continued default as a substantial breach of the Contract, reserving all other rights and remedies available at law.

REQUIRED WRITTEN RESPONSE BY

21 May 2025 — confirming receipt of this Notice, the proposed method of correction, and confirmation of ability to meet the deadlines above. Any objection to this Notice must be raised in writing by this date, failing which the Notice will be deemed accepted.

ATTACHMENTS

1. NCR-0142 – Non-Conformance Report
2. Drawings E-301 Rev B (Excerpt)
3. Site photographs – Level 3 Electrical Switchboard Room (dated 18 May 2025)

ISSUED BY	ACKNOWLEDGED BY
NAME James Anderson	NAME Michael Lee
POSITION Project Manager	POSITION Project Manager
SIGNATURE	SIGNATURE
DATE 20 May 2025	DATE

Note: This Notice must be read together with the Contract. Nothing in this Notice limits or waives any other right, power, or remedy available to the Employer / Main Contractor under the Contract or at law, all of which are expressly reserved. This template should be reviewed and adapted to suit the applicable contract, statutory notice requirements, and project circumstances before use.